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UNITED STATES GOVERNMENT

# Memorandum

**CONFIDENTIAL**

TO : Director of Training

DATE: 12 May 1965

FROM : Personnel Officer, OTR

SUBJECT: Bi-Weekly Activity Report #9

## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS:

### Reassignment Possibilities

25 YEAR RE-REVIEW

3. OTR/Personnel has consulted [ ] relative to her nomination to the Logistics training position. [ ] expressed interest in the job, and her nomination was made on an "informal and restricted publication" basis.

### Reassignments

1. WE/Personnel advises that [ ] is for a 5 July departure [ ]

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downgrading and  
declassification

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Bi-Weekly Activity Report, OTR/Personnel, 12 May 1965

2. OTR/Personnel has advised DDS&T/Personnel of our acceptance of [redacted] His tentative ETA [redacted] is mid-July.

3. [redacted] has been accepted for assignment to EE Division. Present plans are for her to check out of OTR on Friday, 21 May 1965, provided [redacted] returns to duty as scheduled.

4. [redacted] has been accepted as [redacted] replacement. Pat will report to [redacted] as soon as a replacement can be obtained for her in the Personnel Branch.

5. [redacted] has accepted [redacted] replacement. [redacted] will report to [redacted] on Monday, 17 May 1965. Meanwhile, [redacted] will be released for her assignment [redacted] sometime next week after a short overlap with [redacted]

6. [redacted], who has been on detail [redacted] has been accepted as [redacted] replacement [redacted]

Resignations

1. [redacted], a newly employed staff clerical [redacted] resigned after one week. She explained that she did not like the [redacted] location [redacted]

2. [redacted] resigned on Friday, 30 April 1965.

3. [redacted] resigned to be married on Friday, 30 April 1965.

4. [redacted] has submitted her resignation to be effective on Friday, 21 May 1965.

DDP Assignees

OTR/Personnel has followed up with [redacted] relative to our requirement for a CI Operations Officer to replace [redacted] and an eventual replacement for [redacted] in the event a rotational assignment can be arranged for him.

TSD Extension

[redacted] has asked the personnel people [redacted] for some details about the project and the length of his tour. [redacted] the TSD Project Officer, will go to [redacted] shortly to discuss the matter with [redacted]

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25X1 [redacted]  
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Summer Employment

25X1 [redacted]  
2. Of the nine summer employees requested by OTR, three were name requests. They were [redacted] We have been advised that [redacted] who was scheduled for assignment to [redacted] withdrew her application. [redacted] has been advised. [redacted] also a former summer employee, did not achieve qualifying text scores. [redacted] has been advised. As yet, there has been no word on [redacted]

Extension

25X1 The CS Panel has approved the extension of [redacted] to June 1966.  
25X1 [redacted] has been advised.

Contract Employment

25X1 OTR/Personnel consulted with [redacted] about certain features of his proposed contract employment with the Language School. Since his retirement annuity would be subtracted from his hourly contract wage,  
25X1 [redacted] would receive an estimated net wage of \$.25 to \$.50 an hour. He was obviously disappointed at this prospect. Chief, LTS has been advised accordingly.

Illness-Injury

25X1 1. [redacted] is apparently recovering from the complications caused by a blood clot resulting from perforation of a stomach ulcer.  
25X1 Reportedly, [redacted] is able to walk around, although he is still in  
25X1 Walter Reed Hospital.

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25X1

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EOD

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[redacted] GS-04 Clerk Typist, reported to the Clerical Training Faculty on Monday, 10 May 1965 as [redacted] replacement.

Candidates

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25X1

25X1

25X1

25X1

[redacted] recruiters have located two well-qualified instructor candidates for the two vacancies on the Clerical Faculty. [redacted] interviewed [redacted] last Friday and is most anxious to hire her. [redacted] will advise [redacted] by this Friday of her acceptance or rejection of the assignment. Because of the possibility of [redacted] O/DDCI, being reassigned to OTR we will defer a final decision on the application of the other candidate, [redacted]

Processing

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25X1

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25X1

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[redacted] checked in with OTR/Personnel on Tuesday, 5 May for processing and briefings. [redacted] plans to complete current assignment [redacted] within the next week and then report to the Operations School for duty. [redacted] will monitor courses here at Headquarters until about 11 June. He will report to [redacted] on 1 July.

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